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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON, D. C.



PROCEDURE FOR HANDLING COLLECTIONS
MADE BY FIELD EMPLOYEES
(INSPECTION AND GRADING SERVICE)
OF THE
PRODUCTION AND MARKETING ADMINISTRATION
(Revised effective November 1, 1948)

Prepared by
Fiscal Branch

MAY 14 1948

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PROCEDURE FOR HANDLING COLLECTIONS MADE BY FIELD EMPLOYEES OF
THE PRODUCTION AND MARKETING ADMINISTRATION

I PURPOSE

The purpose of this procedure is to establish responsibility and provide adequate instructions for the handling of collections with respect to inspection and grading service made by field employees of the several commodity branches in the Production and Marketing Administration. This Manual describes in detail the preparation of schedules of collections and certificates of deposit and the subsequent deposit of collections into Federal Reserve Banks, their Branches, or general depositories of the United States.

II GENERAL

A All collections effected by field employees, except those requiring personal endorsement in Washington, D. C., or those collections authorized in writing to be handled otherwise, will be deposited into Federal Reserve Banks or Branches or other authorized Government depositories within the time limits prescribed in Regulation 3175 of the Regulations of the Department of Agriculture instead of being forwarded to Washington, D. C., for deposit. Regulation 3175 provides in part that such transmission or deposit of collections is to be made within twenty-four hours if practicable but in every case within one week after receipt of such funds. The immediate deposit of collections by field employees will provide better protection to the Government and will, at the same time, permit speedier clearance of checks, money orders, drafts, etc., thereby preventing loss to the Government through failure to obtain collection of such items. The term "all collections" includes collections of the following:

1 Fees for inspection, certification, grading, classification, verification and investigation service, licenses issued or to be issued, determination of seed dockage, etc.

2 Sums arising from sales of grain samples, copies of certificates, transcripts of testimony of hearings, etc.

B Collections will be deposited by field employees in the nearest authorized Government depository. In the event that deposits can not be made locally because of the nonexistence of an authorized Government depository, depositors will purchase Postal Money Orders in the full amounts of the daily cash collections made. These Postal Money Orders will be made payable to the Treasurer of the United States and will be forwarded by registered mail to the Director, Fiscal Branch, PMA, United States Department of Agriculture, Washington 25, D. C., for deposit, unless authorized in writing otherwise, together with other remittances in the form of checks, money orders, drafts, etc. (The cost to employees of obtaining such Postal Money Orders should be claimed in reimbursement accounts.)

C In connection with the receipt, custody, and deposit of collections, attention is directed to the requirements of Regulations 3142 and 3173 of the Regulations of the Department of Agriculture.

1 Regulation 3142 provides that every employee whose official duties necessitate the acceptance or custody of funds and remittances in any form, other than remittances drawn payable to the Treasurer of the United States or endorsed payable to the Treasurer of the United States, shall be required to furnish an approved corporate surety bond in an amount determined to be sufficient to protect the United States against loss, but in no case for less than \$1000. However, the chief of the bureau may by formal action specifically exempt any employee who handles less than \$200 a year.

2 Regulation 3173 prohibits employees from converting funds of the United States to their own use, lending them with or without interest, depositing them in personal accounts, using them for the purpose of cashing checks of any kind, whether public or private, or using them for carrying on any trade or business not specifically authorized by law.

III EXAMINATION OF REMITTANCES AS TO NEGOTIABILITY

A All checks, money orders, drafts, etc., received by field employees will be examined for negotiability in the following manner:

1 Remittances will be examined to determine whether they are properly dated. If currently dated or undated, they will be accepted if otherwise negotiable; but if postdated, they will not be accepted.

2 Remittances will be examined to determine to whose order they are drawn.

a If drawn to the order of the Treasurer of the United States, if drawn (contrary to instructions) to the order of the Production and Marketing Administration or the Department of Agriculture, or if drawn in a similar impersonal manner, they will be accepted if otherwise negotiable.

b If drawn to the order of Departmental employees, they will be accepted if otherwise negotiable.

c If drawn to the order of persons other than those cited in a and b above or to the order of firms, corporations, partnerships, etc., they will be accepted if properly endorsed and otherwise negotiable. If such documents are not properly endorsed, however, they will not be accepted.

3 The amounts on remittances expressed in writing and in figures will be examined for agreement. If these amounts do not agree, the check will be returned for correction.

(III A)

4 Remittances will be examined to determine whether they are properly signed and countersigned where required. Checks, money orders, drafts, etc., which are unsigned or improperly signed will not be accepted.

B Remittances which are found to be unacceptable will be returned to the remitters for replacement.

IV ENDORSEMENT OF ACCEPTABLE CHECKS, MONEY ORDERS, DRAFTS, ETC.

A Remittances which have been found to be negotiable but which require endorsement in Washington, D. C., will be transmitted to the Director, Fiscal Branch, PMA, United States Department of Agriculture, Washington 25, D. C., for endorsement and deposit.

B Remittances which have been found to be negotiable and which do not require endorsement in Washington, D. C., will be endorsed and otherwise prepared for immediate deposit in authorized Government depositaries in the following manner:

1 Such remittances drawn to the order of field employees will first be endorsed "Pay to the order of the Treasurer of the United States" over the signatures and titles of the persons to whose order they are drawn. Thereafter, they, together with those checks, money orders, drafts, etc., drawn otherwise (including those drawn to the order of the Treasurer of the United States), will be endorsed by means of a rubber stamp in one of the following ways:

a If they are to be deposited through Federal Reserve Banks or Branches, which will be the procedure if the depositors are located in cities in which there are such depositaries, they will be endorsed as follows:

"Pay to the order of the Federal Reserve Bank of

(Insert city and state in which Federal Reserve Bank, not Branch, is located.)

for credit to the Treasurer of the United States

(Account of E. J. Brennan, Chief Disbursing Officer,
Symbol 2000-8750)

Production and Marketing Administration, Department
of Agriculture, _____."

Street address, city and state.

b If they are to be deposited through authorized Government depositaries other than Federal Reserve Banks or Branches, which will be the procedure if the depositaries are not located in cities in which there are Federal Reserve Banks or Branches, they will be endorsed as follows:

"Pay to the order of the _____
(Bank)
for credit to the Treasurer of the United States
(Account of E. J. Brennan, Chief Disbursing Officer,
Symbol 2000-8750)
Production and Marketing Administration, Department
of Agriculture _____."
Street address, city and state

2 The following words will be stamped on the face of all such remittances:

"This document is in payment of an obligation to the United States and must be paid at par. N. P. Transit No. _____."

(The transit number to be inserted will be that assigned to the Federal Reserve Bank or Branch or other authorized Government depositary in which the checks, money orders, drafts, etc., are to be deposited. (See Section XVI.)

V SEGREGATION OF ACCEPTABLE COLLECTIONS FOR SCHEDULING

A In order to facilitate the handling of deposits and preparation of schedules of collections, cash collections and acceptable checks, money orders, drafts, etc., will be separated as follows:

1 Collections will first be divided into the following two main groups:

a Checks, money orders, drafts, etc., requiring personal endorsement in Washington, D. C.

b Cash collections and checks, money orders, drafts, etc., which will be deposited by field employees into authorized Government depositaries.

2 Each of the groups segregated in accordance with the instructions contained in paragraph V A 1 will be further broken down into the following classes:

a Collections to be credited to the Trust Fund under cooperative agreements (see Exhibit C).

b Collections to be credited to an Appropriation (see Exhibit D).

c Collections to be credited to Miscellaneous Receipts (see Exhibit E).

d Collections to be credited to Special Deposits (see Exhibit F).

B Remittances which will be split and deposited to two or more appropriations, trust funds, miscellaneous receipts, or special deposit accounts will be listed on a separate schedule of collections for each such class of accounts with cross-reference on each schedule. For example, "See Sch. No. SL-A-1". Under the name of remitter, address, bank, etc., the total amount of the check will be shown; only the amount applicable to the fund to be credited will be entered in the amount column. (Exhibits D and E) Whenever the depositor is unable to determine definitely the amount to be applied to Miscellaneous Receipts, the entire collection will be deposited in the Special Deposit account of the applicable Branch. (See Exhibits B and F.) All deposits into a Special Deposit account must be supported by Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945). Certificate of Deposit, Form 1 (Revised), cannot be used for this deposit.

C With the view to reducing the work and expense incident to and resulting from the deposit of funds with Federal Reserve Banks and Branches, certain changes in deposit procedure have recently been prescribed by the Treasury Department in its Circular No. 772 dated August 14, 1945. Pursuant thereto, procedure to be followed is set forth below:

1 Sorting of Cash Items For Deposit - Items deposited with a Federal Reserve Bank or Branch for credit to the account of the Treasurer of the United States should be sorted by depositing officers into groups as follows:

a Currency and coin.

b Checks drawn on the Treasurer of the United States.

c Postal money orders.

d Postal notes.

e Items drawn on banks and trust companies located in the same city as the depository with which the deposit is made.

f Items drawn on banks and trust companies located outside of the city in which is located the depository with which the deposit is made.

2 An adding machine tape or other such listing as would be acceptable should accompany each group of items listed above. If more than one tape or listing is necessary with respect to any one group, the tapes or listings should be recapitulated. The several group totals followed by the appropriate letters designating the group classifications, as indicated above, should then be recapitulated on a separate tape or other form to show the total amount of the deposit.

PREPARATION OF SCHEDULE OF COLLECTIONS

A Prior to forwarding remittances for deposit in authorized Government depositaries or to the Director, Fiscal Branch, PMA, United States Department of Agriculture, Washington 25, D. C., they will be listed on Schedules of Collections, Standard Form 1044-Revised.

B Separate schedules will be prepared in the original and seven copies for each group or class of collections previously segregated, as outlined in paragraph V A 2.

C Each schedule must be completely and accurately prepared to provide full responses under the several columnar headings in accordance with the following detailed instructions, which are cross-referenced on the applicable line or column of the exhibits:

1 In the upper right-hand corner in the space provided for "Schedule No." will be entered the Field Office schedule number, preceded by the first two letters of the city where the deposit is made, after which is to be indicated the code letter identifying the branch. (See Exhibit A.) (Example, SL-A-1 for the Fruit and Vegetable Office at St. Louis, BO-C-1 for the Livestock Office at Boston, etc.) Each office in the various cities where deposits are made will have its own series of numbers beginning with "1" each fiscal year and continuing consecutively throughout the fiscal year. It is imperative that the schedule number be indicated on the schedule of collections before release by the Field Office, inasmuch as it is the only means of identification by the General Accounting Office.

2 In the space provided for "Sheet No." will be entered the number of the sheet comprising a complete schedule. If more than one sheet is required, they should be numbered consecutively: 1, 2, 3, etc. If only one sheet is required for the listing of the collections, the number to be inserted in this space will always be "1".

3 In the space provided for "Department or Establishment" will be inserted "Agriculture."

4 In the space provided for "Bureau or Office" will be inserted "Production and Marketing Administration" followed by the location of the field office.

- 5 In the space provided for "Received by (Name and Title)" will be inserted "E. J. Brennan, Chief Disbursing Officer".
- 6 In the space provided for "Station" will be inserted "Washington, D. C."
- 7 The space provided for "Period" will be left blank.
- 8 In the space provided for the "D. O. Symbol No." will be entered "2000-8750".
- 9 In the "Date Received" column will be inserted the actual dates the listed collections were received.
- 10 In the "Receipt Number" column will be entered the bill number or other identifying number or symbol, if any.
- 11 In the "Name of Remitter" column will be entered the names of persons, firms, corporations, partnerships, etc., submitting the collections and descriptions of the types of collections, such as cash, checks, money orders, drafts, etc. When the remittances are checks, money orders, drafts, etc., there will also be entered the numbers and dates thereof and the names and locations of the banks, trust companies, etc., on which drawn.
- 12 In the "Detail Description of Purpose for Which Collections Were Received" column will be entered adequate but concise information as to the reasons or purposes for which collections were received.
- 13 In the "Amount" column will be entered the total amount of the remittance or the amount applicable to the fund indicated on the schedule.
- 14 In the "Fund to be Credited" column will be entered in full the symbol and title of the appropriation, receipt, or special deposit account to which the collections are to be credited or deposited. See the attached List of Symbols and Titles for Miscellaneous Receipts and Special Deposit Accounts. (See Exhibit B.)
- 15 In the space provided for "Total" will be entered the amount of the complete schedule. If schedule consists of more than one sheet, the total should appear on the last sheet only, and all other sheets will be cut off on the line directly above the word "Total".
- 16 In the space provided for "Forwarded" will be entered the date on which the schedules were prepared and forwarded to the Fiscal Branch.

17 In the spaces provided for "By (Name)" and "Title" will be entered the name and title of the employee authorized to schedule remittances for deposit. The original should be autographically signed.

18 In the spaces provided for "Certificate of Deposit No." and "Dated" will be entered the number and date credited of the Certificate of Deposit, Form 1 (Revised), or Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945), on which the listed collections have been deposited by field employees. Where the collections listed on schedules are not deposited by field employees, these spaces will be left blank. (For example, checks to be sent to Washington for endorsement.)

19 The spaces provided for "Received (Disbursing Clerk or accountable officer)" and "By" will be left blank.

20 In the space at the top of the schedule above the words "SCHEDULE OF COLLECTIONS" will be inserted the fiscal year applicable to the appropriation, trust fund, or receipt account to which the remittances are to be credited.

VII PREPARATION OF CERTIFICATE OF DEPOSIT, FORM 1 (REVISED)

A In order to deposit cash collections and acceptable checks, money orders, drafts, etc., in authorized Government depositories, it is necessary that they be accompanied by Certificate of Deposit, Form 1 (Revised). Separate certificates (Form 1 Revised) will be prepared for deposits to each of the classes listed below:

- | | | |
|---|------------------------|-------------|
| 1 | Trust Fund | (Exhibit H) |
| 2 | Appropriation | (Exhibit I) |
| 3 | Miscellaneous Receipts | (Exhibit J) |

In no case should more than one of these classes be included in the same certificate.

B The certificate will be prepared in sextuplicate. (Form 1 (Revised) is comprised of the original and three copies. Therefore it will be necessary that two additional copies be added to furnish the necessary copies. Blank forms specifically identified will be used for this purpose.)

C Each certificate must be completely and accurately prepared in accordance with the following detailed instructions, which are cross-referenced on the exhibits:

1 On the line provided for "Address of depositor and date sent" will be entered the city and state in which the depositor is located and the date on which the collections are submitted to the depository for deposit. Directly above the city and state will be entered "USDA (PMA)".

2 In the space provided for "Deposit No." will be entered the serial number assigned to the Form 1 (Revised). This number will be prefixed by the letter denoting the applicable branch of the Production and Marketing Administration. Each preparing office will number its certificates with a series beginning with "1" each fiscal year.

3 On the line provided for "Name of depositor" and "Title" will be entered "For E. J. Brennan, Chief Disbursing Officer".

4 In the space provided for "Schedule No." will be entered the Field Office or Location schedule number, preceded by the first two letters of the city where the deposit is made, followed by the letter identifying the branch. (See Exhibit A.) (For example, SL-A-1 would be schedule number 1 of the Fruit and Vegetable Branch at St. Louis.) Each office in the various cities where deposits are made will have its own series of numbers beginning with "1" each fiscal year. If more than one schedule (of the same class of funds) is to be covered by the certificate, the schedule numbers should be listed on the reverse side of the certificate, and the words "See-over" inserted in this space. In the case of trust funds, the schedule numbers should be listed with appropriate reference to the limitation account to which each schedule number is applicable.

5 On the lines provided for "Name of depository" and "Place" will be entered the Federal Reserve Bank or Branch or other authorized Government depository in which the collections are to be deposited and the city and state in which such depository is located.

6 The total amount of deposit covered by the Form 1 (Revised) will be written on the line provided therefor and inserted in figures in the space provided therefor.

7 In the space provided for "On account of" will be entered "Symbol 2000-8750" and the appropriation or fund symbol and title. (If the deposit is to the trust fund, it will be necessary to indicate each limitation and amount.) If more than one appropriation or fund of the same class is included in the total amount deposited on one certificate, each such appropriation or fund (and limitation where necessary), with individual amount applicable thereto, will be listed in this space or on the reverse side. (See Exhibit H.)

8 The lines provided for "Date credited" and "Cashier" will be left blank. They will be filled in by the depository.

9 A responsible official handling the deposit shall sign the quadruplicate copy of the certificate of deposit.

10 A complete set of the Form 1 (Revised), with the exception of the sixth copy to be retained by the depositor, will be submitted with the pertinent collections to the depository. The depository will dispose of the various copies of the Form 1 (Revised) as indicated thereon.

D Careful inspection of all certificates of deposit returned from the depository should be made to ascertain if the depository has dated the certificates on the "Date credited" line and also signed where required. It is important that the copies forwarded to Washington meet with the full required information, inasmuch as the Disbursing Officer in Washington will not accept his copy unless it is accurately prepared with complete information thereon. If the two requirements mentioned above have not been met, the depositor should return the certificates of deposit to the depository for compliance with instructions before forwarding them to Washington.

VIII PREPARATION OF CERTIFICATE OF DEPOSIT FOR CHECKING ACCOUNT, FORM 6599 (REVISED MARCH 1945) (FOR SPECIAL DEPOSITS ONLY)

A In order to deposit cash collections and acceptable checks, money orders, drafts, etc., in authorized Government depositories to a special deposit account, it is necessary that they be accompanied by covering Certificates of Deposit for Checking Account, Form 6599 (Revised March 1945).

B Separate certificates will be prepared in sextuplicate in all cases. Certificates will be prepared to cover the collections in accordance with the following detailed instructions, which are cross-referenced on Exhibit K:

1 On the line provided for "Address of depositor" will be entered the city and state in which the depositor is located, and on the line "Date sent" will be entered the date on which the collections are submitted to the depository for deposit.

2 The space provided for "Prefix to Deposit No. (if any)" will be left blank.

3 In the space provided for "Deposit No." will be entered the serial number assigned to the Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945). This number will be prefixed by the letter denoting the applicable branch of the Production and Marketing Administration. Each preparing office or location will number its certificates from a series beginning with "1" each fiscal year.

4 On the lines provided for "Name of depositor" and "Title including name of Department or Agency" will be entered the name of the depositor and his title, followed by the letters "USDA (PMA)". (See Exhibit K.)

5 On the line provided for "Name and location of depositary" will be entered the full name of the Federal Reserve Bank or Branch or other authorized Government depositary in which collections are to be deposited and the city and state in which such depositary is located.

6 The total amount of deposit covered by the certificate of deposit will be inserted in figures in the space provided therefor. (See Exhibit K.)

7 On the line for "Name of officer to be credited" will be entered "E. J. Brennan, Chief Disbursing Officer".

8 In the space provided for "Symbol No." will be inserted "2000-8750".

9 On the lines provided for "Address" will be inserted "Treasury Department, Washington, D. C."

10 In the space following the words "On account of" will be entered the symbol, including the limitation, of the special deposit account which is to be credited, the amount applicable to each such account or limitation if more than one account is involved, and the number or numbers of the schedules of collections which are covered by the certificate. If additional space is needed, insert the words "See over" and list the information on reverse side. (See Exhibit K.)

11 The lines provided for "Date of credit in U. S. Treasurer's account" and "Signature and title" will be left blank. They will be filled in by the depositary.

12 A complete set of the Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945), with the exception of the sextuplicate copy which is to be retained by the depositor, will be submitted with the pertinent collections to the depositary. The depositary will dispose of the various copies of the certificate of deposit as indicated thereon.

IX CROSS-REFERENCE OF SCHEDULE OF COLLECTIONS, CERTIFICATE OF DEPOSIT, FORM 1 (REVISED), AND CERTIFICATE OF DEPOSIT FOR CHECKING ACCOUNT, FORM 6599 (REVISED MARCH 1945)

After all copies of the Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945), and/or Certificate of Deposit, Form 1 (Revised), have been completely prepared, the number assigned to it will be inserted on all copies of the schedule of collections on which are listed the collections covered by the applicable form. This number will be inserted on the schedule of collections in the space provided therefor. Thereafter, all copies of the schedule of collections will be filed pending return of the pertinent copies of the forms from the depositary.

X DISPOSITION OF COPIES OF CERTIFICATE OF DEPOSIT, FORM 1 (REVISED),
CERTIFICATE OF DEPOSIT FOR CHECKING ACCOUNT, FORM 6599 (REVISED MARCH
1945), AND SCHEDULE OF COLLECTIONS BY FIELD EMPLOYEES

A Schedules of collections listing remittances requiring endorsement in Washington, D. C., will be distributed as follows:

1 The original and six copies of such schedules of collections with any supporting documents such as copies of bills, certificates, etc., will be forwarded to the Director, Fiscal Branch, PMA, United States Department of Agriculture, Washington 25, D. C. (One copy of each such schedule with supporting documents will be transmitted by the Fiscal Branch, Washington, to the applicable branch in Washington.)

2 One copy of each such schedule will be retained by the field office. On the retained copy, there will be noted a statement to the effect that the remittances listed thereon were forwarded to the Director, Fiscal Branch, and the date of transmittal. Thereafter, the retained copy of the schedule will be filed.

B Schedules of collections and Certificate of Deposit, Form 1 (Revised), applicable to collections deposited by field employees will be distributed as follows:

1 After receipt from the depository of the duplicate, triplicate, and fifth copy of the Form 1 (Revised), all copies of the pertinent schedule of collections will be withdrawn from the file. "Date of credit in U. S. Treasurer's Account", as shown in the lower right-hand corner on the copies of the Form 1 (Revised), will be inserted on all copies of the pertinent schedule of collections in the space "Certificate of Deposit No. _____ dated _____". (See Exhibits C, D, and E.) It will not be necessary to indicate that it is Form 1 (Revised). The original and five legible copies of the schedule of collections and the duplicate and triplicate copies of the covering Form 1 (Revised) will be forwarded to the Director, Fiscal Branch, PMA, United States Department of Agriculture, Washington 25, D. C.

2 One copy of each such schedule will be transmitted by the field office direct to the applicable branch in Washington, together with any supporting documents such as copies of bills, inspection certificates, grading certificates, etc., required by the branch.

3 One copy of each such schedule will be retained by the field office, together with the sixth copy of the Form 1 (Revised).

C Schedules of collections and Certificates of Deposit for Checking Account, Form 6599 (Revised March 1945), applicable to collections deposited by field employees will be distributed as follows:

(X C)

1 After receipt from the depositary of the duplicate, triplicate, and quintuplicate copies of the certificate of deposit, all copies of the pertinent schedule of collections will be withdrawn from file. "Date of credit in U. S. Treasurer's account", as shown in the lower right-hand corner on the copies of the certificate, will be inserted on all copies of the pertinent schedule of collections in the space provided for date of certificate of deposit followed by the words "Form 6599 (Revised March 1945)". (See Exhibit F.) The original and five legible copies of the schedule of collections and the duplicate and triplicate copies of the covering certificate of deposit will be forwarded to the Director, Fiscal Branch, PMA, United States Department of Agriculture, Washington 25, D. C.

2 One copy of each such schedule will be transmitted by the field office direct to the applicable branch in Washington, together with any supporting documents such as copies of bills, inspection certificates, grading certificates, etc., required by the branch.

3 One copy of each such schedule will be retained by the field office, together with the sextuplicate copy of the Form 6599.

D Care should be exercised, when forwarding schedules of collections and copies of Certificate of Deposit, Form 1 (Revised), and Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945), to make certain that the proper schedules of collections are attached to the pertinent duplicate copies of the covering form.

XI UNCOLLECTIBLE ITEMS RETURNED BY DEPOSITARIES - LOST CHECKS

Upon notification from depositaries that checks, money orders, drafts, etc., have been lost after deposit or have not been paid for any reason by the banks or trust companies on which drawn, depositors will take immediate steps to have the drawer stop payment on the check and forward a duplicate thereof, in order that collection may be consummated.

XII EXECUTION OF DEBIT VOUCHER, FORM 5504 (REVISED DECEMBER 1940)

A Upon receipt of uncollectible checks, drafts, etc., the depositary will immediately execute a Debit Voucher, Form 5504 (Revised), and deliver or forward to the depositor the triplicate and quadruplicate copies thereof, together with each unpaid check included in such voucher. In case an unpaid check is not recovered by the depositary, notification to the depositor to that effect, citing the reason the check was not returned, should accompany the copies of the voucher. The depositor should immediately review the data recorded on the reverse of the copies of the Form 5504 (Revised) and, if such data are correct, sign the quadruplicate copy in the space provided on the reverse of the form and return it to the depositary.

(XII)

B If any correction of the information recorded on the executed debit voucher is necessary, the depositor should make such correction on the copies of the form in his possession, over his initials, before returning the quadruplicate copy to the depository.

C The depository is not necessarily required to prepare debit vouchers as indicated above but may request the depositor to prepare them. If requested by the depository, the depositor shall, upon receipt therefrom of the unpaid check or checks or, in case an unpaid check is not recovered by the depository, of a notification to that effect citing the reason therefor, complete (except for affixing his signature) a full set of the Debit Voucher, Form 5504 (Revised), and transmit at once the full set of the form to the depository for signature and for return to the depositor of the triplicate and quadruplicate copies thereof. Thereafter the procedure will be the same as set forth above.

D Two or more uncollectible checks, if included in the same deposit, should be recorded on the same debit voucher.

E When requested by the depository to prepare a debit voucher, depositors should prepare it in accordance with the following instructions, which are cross-referenced to Exhibit L:

1 On the line provided for "Symbol" will be shown "2000-8750".

2 On the line provided for "Date of debit in Treasurer's account" indicate the date of the charge by the depository.

3 On the line provided for the "Name and location of debiting bank" indicate the name and address of the Federal Reserve Bank, Branch, or general depository in which the deposit was made.

4 Indicate the name and title of the depositor on the line provided therefor.

5 On the line following the words "for credit to" indicate "E. J. Brennan, Chief Disbursing Officer, Treasury Department, Washington, D. C."

6 Indicate on the line provided therefor the amount of the uncollectible item or items.

7 The "Name" and "Title" lines shown at the bottom of the form will be filled in by the depository.

8 On the reverse side of the form, insert number in the upper left-hand corner using the same method of numbering as prescribed for certificates of deposit. Number debit vouchers consecutively beginning with number "1" each fiscal year.

9 Insert in the body of the form, in the columns provided therefor, the following information with regard to the Form 1 (Revised) or Form 6599 (Revised March 1945) on which the uncollectible or lost item was included:

a "Certificate Number" - This is the number of the Certificate of Deposit, Form 1 (Revised), or the Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945), on which the item was originally deposited.

b "Date deposit was credited in Treasurer's account" - Enter in this column the date shown on the covering Certificate of Deposit, Form 1 (Revised), or Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945).

c "Total amount of Certificate of Deposit in which uncollectible check or checks were included" - Enter in this column the amount of the Form 1 (Revised) or Form 6599 (Revised March 1945).

d "Classification of deposit" - In the first column under this heading will be indicated the appropriation symbol as was indicated on the Form 1 (Revised) or the special deposit symbol as was indicated on the Form 6599 (Revised March 1945). In the second column insert the proper symbol number previously indicated, "2000-8750".

e In the last column should be shown the amount of the uncollectible or lost item by appropriation or fund.

f In the lower portion in the space and on the line provided therefor, insert the total amount of the uncollectible or lost items involved. In case there is only one item to be reported, it is not necessary to fill in this space.

XIII DISPOSITION OF DEBIT VOUCHER

As stated previously, if the debit voucher is prepared by the depositor, the full set will be sent to the depository for signature, and the depository will return to the depositor the triplicate and quadruplicate copies. The depositor will then verify the information contained therein and, if found correct, sign the quadruplicate copy on the reverse side in the space provided therefor and return it to the depository. This leaves only the triplicate copy for the depositor. It is necessary that this copy be forwarded to the Director, Fiscal Branch, PMA, United States Department of Agriculture, Washington 25, D. C., and, in order that a record may be kept in the field office of the debit voucher, a transmittal form has been suggested for this purpose. (See Exhibit M.) This form which shows complete information

(XIII)

pertaining to the debit voucher should be executed in triplicate, the original to be forwarded to the Director, Fiscal Branch, together with the triplicate copy of the debit voucher, one copy to be forwarded to the Washington office of the branch concerned, and one copy retained in the field office. This transmittal form is not being printed, and depositors are requested to use regular Production and Marketing Administration stationery and show thereon the information as indicated in Exhibit M.

XIV SCHEDULING OF COLLECTIONS COVERING UNCOLLECTIBLE OR LOST ITEMS

A With the exception of scheduling, collections received from debtors covering uncollectible or lost items will be processed by field employees just as if they were original collections.

B It will be necessary, however, to prepare a separate schedule of collections for each collection covering an uncollectible or lost item.

C Below the entry giving all the information appearing on the previous schedule, insert "deleted from Schedule No. _____ Debit Voucher No. _____". (See Exhibit G.) The schedule number to be inserted in this space will be the regular field office number. (See Exhibit G.)

XV EXHIBITS

- Exhibit A Branch Code Letter
- Exhibit B List of Miscellaneous Receipts and Special Deposit Accounts
- Exhibit C Schedule of Collections - Deposit to Trust Fund
- Exhibit D Schedule of Collections - Deposit to Appropriation
- Exhibit E Schedule of Collections - Deposit to Miscellaneous Receipts
- Exhibit F Schedule of Collections - Deposit to Special Deposits
- Exhibit G Schedule of Collections Covering Uncollectible Items
- Exhibit H Certificate of Deposit, Form 1 (Revised) - Deposit to Trust Fund
- Exhibit I Certificate of Deposit, Form 1 (Revised) - Deposit to Appropriation
- Exhibit J Certificate of Deposit, Form 1 (Revised) - Deposit to Miscellaneous Receipts
- Exhibit K Certificate of Deposit for Checking Account, Form 6599 (Revised March 1945) - Deposit to Special Deposit Account
- Exhibit L Debit Voucher, Form 5504
- Exhibit M Transmittal Letter of Debit Voucher

NOTE: The appropriation symbols shown on certain of the following exhibits are for the purpose of illustration only. Current or applicable appropriation symbols should be used in actual preparation of schedules of collections.

EXHIBIT "B"

List of Miscellaneous Receipts

123478	Fees, Inspection of Tobacco
124240	Collections Under Cotton Standards Act
124310	Reimbursement, Inspection of Perishable Food and Other Farm Products
124340	Reimbursement, Under Grain Standards Act, Cost of Appeals
125042	Sale of Loose Cotton Samples
125079	Sale of Grain Samples

Trust Fund

128015	Deposits of Fees, Inspection and Grading of Farm Products
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List of Special Deposit Accounts

1255875	Special Deposits, Department of Agriculture, Production and Marketing Administration
.480	Suspense
.482	Collections, Inspection of Perishable Foods and Other Farm Products
.483	Collections, U. S. Grain Standards Act
.484	Collections, U. S. Warehouse Act
.485	Collections, Cotton Futures and Cotton Standards Act
.486	Collections, Perishable Agricultural Commodities Act

EXHIBIT "C" (20)
FY - 1947
SCHEDULE OF COLLECTIONS

Schedule No. CH-A-1 (1)

Sheet No. 1 (2)

Agriculture (3)
(Department or Establishment)

Production and Marketing Adm. (Chicago) (4)
(Bureau or Office)

Received by E. J. Brennan, Chief Disbursing Officer (5)
(Name) (Title)

at Washington, D. C. (6)
(Station)

Period (7)
(Month or quarter ended)

D. O. Symbol No. 2000-8750 (8)

DATE RECEIVED	RECEIPT NUMBER	NAME OF REMITTER	DETAIL DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	FUND TO BE CREDITED (Symbol and title in full)
8/15/46	B-5293	Martin Food Products, Inc. Check No. 217, dated 8/14/46 Drovers National Bank, Chicago, Ill.	F. & V. Grading Expense	\$ 38.00	128015.1200 Deposits of Fees, Inspection and Grading of Farm Products
(9)	(10)	(11)	(12)	(13)	(14)
8/15/46	1779	Gibson Canning Co., Check No. 523, dated 8/14/46 First National Bank, Gibson City, Illinois	Continuous Factory Inspection	245.32	128015.1201 Deposits of Fees, Inspection and Grading of Farm Products
(15) TOTAL,				\$283.32	

Received (19), subject to collection.

Forwarded August 15, 1946 (16)

(Disbursing clerk or accountable officer)

By (19)

By Walter Kingsbury (17)
(Name)

Title Associate Marketing Specialist

Certificate of Deposit No. A-1 (18) dated August 15, 1946 (18)

EXHIBIT "D"
FY - 1947
SCHEDULE OF COLLECTIONS

Schedule No. SL-A-1

Sheet No. 1

Agriculture
(Department or Establishment)

Production and Marketing Adm. (St. Louis)
(Bureau or Office)

Received by E. J. Brannan, Chief Disbursing Officer
(Name) (Title)

at Washington, D. C.
(Station)

Period 7
(Month or quarter ended)

D. O. Symbol No. 2000-8750

DATE RECEIVED	RECEIPT NUMBER	NAME OF REMITTER	DETAIL DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	FUND TO BE CREDITED (Symbol and title in full)
8/15/46	E-24	State of Missouri, Check No. 3151, dated 8/9/46 American National Bank, Chicago, Ill. (Amount of Check \$280.00)	F. & V. Grading Expense Contract AMS-315	\$207.00	1274800(48).020 Salaries and Ex- penses, Marketing Service, 1947 (PMA)
8/14/46	M2397	Peterson Canning Company Check No. 5559, dated 8/10/46 First National Bank Texarkanna, Arkansas, (Amount of Check \$20.00)	F. & V. Grading Expense Contract AMS-316	15.00	1274800(48).020 Salaries and Ex- penses, Marketing Service, 1947 (PMA)
		See Schedule SL-A-2			
TOTAL,				\$222.00	

Received , subject to collection.

Forwarded August 15, 1946

(Disbursing Officer or accountable officer)

By John Jones

(Name)

By

Title Associate Marketing Specialist

Certificate of Deposit No. A-1 dated August 15, 1946

EXHIBIT "E"
FY - 1947
SCHEDULE OF COLLECTIONS

Schedule No. SL-A-2

Sheet No. 1

Agriculture

Production and Marketing Adm. (St. Louis)

(Department or Establishment)

(Bureau or Office)

Received by E. J. Brennan, Chief Disbursing Officer

at Washington, D. C.

(Name)

(Title)

(Station)

Period

D. O. Symbol No. 2000-3750

(Month or quarter ended)

DATE RECEIVED	RECEIPT NUMBER	NAME OF REMITTER	DETAIL DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	FUND TO BE CREDITED (Symbol and title in full)
8/10/46	E-24	State of Missouri Check No. 3151, dated 8/9/46 American National Bank, Chicago, Ill. (Amount of Check \$280.00)	Fees, F. & V.	\$73.00	124310 Reimburse- ment, Inspection of Perishable Food and Other Farm Products
8/14/46	M2397	Peterson Canning Co., Check No. 5559, dated 8/10/46 First National Bank Texarkanna, Arkansas (Amount of Check \$20.00)	Fees, F. & V.	5.00	124310 Reimburse- ment, Inspection of Perishable Food and Other Farm Products
		See Schedule SL-A-1			
TOTAL,				\$78.00	

Received , subject to collection.

Forwarded August 15, 1946

(Disbursing clerk or accountable officer)

By John Jones

(Name)

By

Title Associate Marketing Specialist

Certificate of Deposit No. A-2 dated August 15, 1946

EXHIBIT "A"
FY - 1947 (20)
SCHEDULE OF COLLECTIONS

Schedule No. BO-A-1 (1)

Sheet No. 1 (2)

Agriculture (3)
(Department or Establishment)

Production and Marketing Adm. (Boston) (4)
(Bureau or Office)

Received by E. J. Brennan, Chief Disbursing Officer (5) at Washington, D. C. (6)
(Name) (Title) (Station)

Period (7) D. O. Symbol No. 2000-8750 (8)
(Month or quarter ended)

DATE RECEIVED (9)	RECEIPT NUMBER (10)	NAME OF REMITTER (11)	DETAIL DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED (12)	AMOUNT (13)	FUND TO BE CREDITED (Symbol and title in full) (14)
8/19/46	444	Atlantic Commission Co., Check No. 611, dated 3/18/46 National Shawmut Bank, Boston, Mass.	Grading Canned Fruits and Vegetables	\$28.36	12F5675.482 Special Deposits, Dept. of Agriculture, Production and Marketing Administration Collections, Inspection of Perishable Foods and Other Farm Products
				(15) TOTAL,	\$28.36

Received (19) , subject to collection. Forwarded August 20, 1946 (16)
(Disbursing clerk or accountable officer)

By (19) By W. F. Plummer (17)
(Name)
Title Associate Marketing Specialist

Certificate of Deposit No. A-1 (18) dated (18) August 20, 1946 - Form 6599 (Revised March 1945)

EXHIBIT "C"
FY - 1947 (20)
SCHEDULE OF COLLECTIONS

Schedule No. SL-A-15 (1)

Sheet No. 1 (2)

Agriculture (3)
(Department or Establishment)

Production and Marketing Adm. (St. Louis) (4)
(Bureau or Office)

Received by E. J. Brennan, Chief Disbursing Officer (5)
(Name)

at Washington, D. C. (6)
(Station)

Period (7)
(Month or quarter ended)

D. O. Symbol No. 2000-3750 (8)

DATE RECEIVED (9)	RECEIPT NUMBER (10)	NAME OF REMITTER (11)	DETAIL DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED (12)	AMOUNT (13)	FUND TO BE CREDITED (Symbol and title in full) (14)
8/17/46	M2397	Peterson Canning Co., Check No. 6025, dated 8/16/46 First National Bank Texarkanna, Arkansas, (Amount of Check \$20.00)	F. & V. Expenses Contract AMS-316	\$15.00	1274300(48).020 Salaries and Ex- penses, Marketing Service, 1947 (PMA)
Deleted from Sch. SL-A-1 Debit Voucher A-1					
TOTAL, (15)				\$15.00	

Received (19), subject to collection.

Forwarded August 13, 1946 (16)

(Disbursing clerk or accountable officer)

By E. Conklin (17)
(Name)

By (19)

Title Supervising Inspector (17)

Certificate of Deposit No. (18) dated (18)

EXHIBIT "H"

(THIS DEPOSIT IS NOT SUBJECT TO CHECK)

Form 1 (Revised)—ORIGINAL
TREASURY DEPT.—DIV. BEFG. AND WARRANTS
Depository will date, sign, and forward this to the Secretary of the Treasury through the Treasurer of the United States, with daily transcript of same date

USDA (PMA)
Chicago, Illinois (1) 8/15/46 (2) Deposit No. A-1
(Address of depositor and date sent) (TO BE FILLED IN BY DEPOSITOR)
For E. J. Brennan (3) Chief Disbursing Officer (4) Schedule No. CH-A-1
(Name of depositor) (Title) (TO BE FILLED IN BY DEPOSITOR)
has deposited with Federal Reserve Bank (5) Chicago, Illinois
(Name of depository) (Place)
Two hundred eighty-three and (6) 32 Dollars
on account of Symbol 2000-8750 (7) 100

128015 - Deposits of Fees, Inspection and
Grading of Farm Products \$283.32

.1200	-	38.00
.1201	-	245.32

\$ 283.32 (8)

I certify that the above amount has been received and credited in the account of the Treasurer of the U. S.

(8)
(Date credited)

(8)

U. S. GOVERNMENT PRINTING OFFICE 2-15050

Cashier.

EXHIBIT "I"

(THIS DEPOSIT IS NOT SUBJECT TO CHECK)

Form 1 (Revised)—ORIGINAL
TREASURY DEPT.—DIV. BEFG. AND WARRANTS
Depository will date, sign, and forward this to the Secretary of the Treasury through the Treasurer of the United States, with daily transcript of same date

USDA (PMA)
St. Louis, Mo. (1) 8/15/46 (2) Deposit No. A-1
(Address of depositor and date sent) (TO BE FILLED IN BY DEPOSITOR)
For E. J. Brennan (3) Chief Disbursing Officer (4) Schedule No. SL-A-1
(Name of depositor) (Title) (TO BE FILLED IN BY DEPOSITOR)
has deposited with Federal Reserve Bank (5) St. Louis, Mo.
(Name of depository) (Place)
Two hundred twenty-two (6) 00 Dollars
on account of Symbol 2000-8750 (7) 100

1274800(48) - Salaries and Expenses, Marketing
Service, 1947 (PMA)

\$ 222.00 (8)

I certify that the above amount has been received and credited in the account of the Treasurer of the U. S.

(8)
(Date credited)

(8)

U. S. GOVERNMENT PRINTING OFFICE 2-15050

Cashier.

EXHIBIT "J"

(THIS DEPOSIT IS NOT SUBJECT TO CHECK)

Form 1 (Revised)—ORIGINAL
TREASURY DEPT.—DIV. BEPG. AND WARRANTS

Depository will date, sign, and forward this to the Secretary of the Treasury through the Treasurer of the United States, with daily transcript of same date

USDA (PMA) 1 8/15/46 2 Deposit No. A-2
 St. Louis, Mo. 3 Chief Disbursing Officer 4 Schedule No. SI-A-2
 (Address of depositor and date sent) (Name of depositor) (Title) (TO BE FILLED IN BY DEPOSITARY)
 has deposited with Federal Reserve Bank 5 St. Louis, Mo. 6
 (Name of depository) (Place)
 Seventy-eight 7 00 Dollars
 on account of Symbol 2000-8750
 124310 - Reimbursement, Inspection of
 Perishable Food and Other Farm
 Products

\$ 78.00 6

I certify that the above amount has been received and credited in the account of the Treasurer of the U. S.

8
(Date credited)8

U. S. GOVERNMENT PRINTING OFFICE 2-15050

Cashier.

EXHIBIT "K"

ORIGINAL
Form 6599—(Revised March 1945)
TREASURY DEPT.—FISCAL SERVICE—TREASURER, U. S.

CERTIFICATE OF DEPOSIT FOR CHECKING ACCOUNT
 Boston, Mass. 1 8/20/46 2 Prefix to Deposit
 (Address of depositor) (Date sent) No. (if any)
 W. F. Plummer, Associate Marketing Specialist, USDA (PMA) 4 has deposited with
 (Name of depositor) (Title including name of Department or Agency)
 Federal Reserve Bank, 5 Boston, Mass. 6 the sum of \$ 28.36
 (Name and location of depository)
 For credit, subject to check, in the disbursing account of—
7 E. J. Brennan, Chief Disbursing Officer Treasury Dept. 9
 (Name of officer to be credited) (Address)
 Washington, D. C. 9
 (Address)
 On account of— 12F5875.482 10 Sch. BO-A-1

DEPOSIT No.

3 A-4

SYMBOL No.

2000-8750 8

SPACE BELOW TO BE USED BY DEPOSITARY ONLY

16-15304-1

I CERTIFY that the above amount has been received and credited in the account of the Treasurer of the United States on the date shown, subject to adjustment for uncollectible items included therein.

11
(Date of credit in U. S. Treasurer's account)11
(Signature and title)

DEPOSITARY WILL DATE, SIGN, AND SEND THIS TO THE TREASURER OF U. S., WITH DAILY TRANSCRIPT OF SAME DATE

EXHIBIT "L"

Form 5504—(Revised Dec. 1940)
TREASURY DEPARTMENT
FISCAL SERVICE
Treasurer's Office

DEBIT VOUCHER
ORIGINAL

①
Symbol 2000-8750

TREASURER'S COPY

Depository will forward with daily transcript of date shown.

② August 15, 1946
(Date of debit in Treasurer's account)

The Federal Reserve Bank, St. Louis, Mo. ③
(Name and location of debiting bank)

has this day debited the Treasurer's general account for uncollectible checks
deposited by John Jones, Assistant Marketing Specialist ④
(Name and title of depositor)

for credit to E. J. Brennan, Chief Disbursing Officer, Treasury Dept., Washington, D. C. ⑤
and has returned * such checks to the depositor as unpaid, in the amount of \$ 15.00 ⑥
as set forth on reverse hereof.

* If checks are not returned, depository will advise depositor of uncollectibility
and circumstances of nonreturn of checks.

⑦
(Name)

⑦
(Title)

EXHIBIT "L" (Reverse Side)

Certificate No.	Date deposit was credited in Treasurer's account	Total amount of certificate of deposit in which uncollectible check or checks were included	Classification of deposit		Amount of uncollectible (lost) checks included in each certificate
			Income taxes; miscellaneous internal revenue taxes; 0147 employment taxes; 0149 tax on employers of 8 or more; 0112 taxes upon carriers and their employees; customs; miscellaneous receipts or appropriation accounts involved	Symbol of official checking account which appeared on original certificate of deposit	
⑧ A-1	⑨b 8/15/46	⑨c 222.00	⑨d 1274800(48).020	⑨d 2000-8750	⑨e 15.00

Total, \$ ⑨f

EXHIBIT "M"

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

(Date)

To: Director
Fiscal Branch
Production and Marketing Administration
U. S. Department of Agriculture
Washington 25, D. C.

From: John Jones, Associate Marketing Specialist

Subject: Transmittal of Debit Voucher

Debit Voucher No. Date

Certificate of Deposit No. Date

Schedule of Collection No.

Description of check:

Maker:

Amount:

Bank:

Reason for Return of Check:

Reason for Lost Item:

(When preparing debit voucher covering an advice of a lost item, it will be necessary to state in this space the circumstances involved and explain why the lost item was not returned by the depository.)

Distribution:

Original to Director, Fiscal Branch, PMA
Copy to Branch Office
Copy to be retained by depositor

Section XVI

LIST NO. I

FEDERAL RESERVE BANKS AND BRANCHES

With which deposits will be made by employees of the
Production and Marketing Administration

LIST NO. 2

GENERAL DEPOSITARIES

Authorized to accept deposits from employees of the
Production and Marketing Administration

Alphabetically Arranged
By States and the cities within the States

Transit Number is determined by referring to the State,
city, and designated Depositary within the city.

FEDERAL RESERVE BANKS AND BRANCHES
WITH WHICH DEPOSITS WILL BE MADE BY EMPLOYEES OF THE
PRODUCTION AND MARKETING ADMINISTRATION

LIST NO. 1

<u>Location Of Office</u>	<u>Federal Reserve Bank or Branch</u>	<u>Transit No. of Bank</u>
Birmingham Alabama	Birmingham Branch Federal Reserve Bank of Atlanta Birmingham, Alabama	61-19
Los Angeles California	Los Angeles Branch Federal Reserve Bank of San Francisco Los Angeles, California	16-16
San Francisco California	Federal Reserve Bank of San Francisco San Francisco, California	11-37
Denver Colorado	Denver Branch Federal Reserve Bank of Kansas City Denver, Colorado	23-19
Jacksonville Florida	Jacksonville Branch Federal Reserve Bank of Atlanta Jacksonville, Florida	63-19
Atlanta Georgia	Federal Reserve Bank of Atlanta Atlanta, Georgia	64-14
Chicago Illinois	Federal Reserve Bank of Chicago Chicago, Illinois	2-30
National Stock Yards Illinois	Federal Reserve Bank of St. Louis St. Louis, Missouri	4-4
Louisville Kentucky	Louisville Branch Federal Reserve Bank of St. Louis Louisville, Kentucky	21-59
New Orleans Louisiana	New Orleans Branch Federal Reserve Bank of Atlanta New Orleans, Louisiana	14-21
Easton Maryland	Baltimore Branch Federal Reserve Bank of Richmond Baltimore, Maryland	7-27
Baltimore Maryland	Baltimore Branch Federal Reserve Bank of Richmond Baltimore, Maryland	7-27

LIST NO. 1

<u>Location Of Office</u>	<u>Federal Reserve Bank or Branch</u>	<u>Transit No. of Bank</u>
Boston Massachusetts	Federal Reserve Bank of Boston Boston, Massachusetts	5-1
Detroit Michigan	Detroit Branch Federal Reserve Bank of Chicago Detroit, Michigan	9-29
Minneapolis Minnesota	Federal Reserve Bank of Minneapolis Minneapolis, Minnesota	17-8
South St. Paul Minnesota	Federal Reserve Bank of Minneapolis Minneapolis, Minnesota	17-8
Kansas City Missouri	Federal Reserve Bank of Kansas City Kansas City, Missouri	18-4
St. Louis Missouri	Federal Reserve Bank of St. Louis St. Louis, Missouri	4-4
Omaha Nebraska	Omaha Branch Federal Reserve Bank of Kansas City Omaha, Nebraska	27-12
Buffalo New York	Buffalo Branch Federal Reserve Bank of New York Buffalo, New York	10-26
New York New York	Federal Reserve Bank of New York New York, New York	1-120
Cincinnati Ohio	Cincinnati Branch Federal Reserve Bank of Cleveland Cincinnati, Ohio	13-43
Cleveland Ohio	Federal Reserve Bank of Cleveland Cleveland, Ohio	6-1
Oklahoma City Oklahoma	Oklahoma City Branch Federal Reserve Bank of Kansas City Oklahoma City, Oklahoma	39-24
Portland Oregon	Portland Branch Federal Reserve Bank of San Francisco Portland, Oregon	24-1
Philadelphia Pennsylvania	Federal Reserve Bank of Philadelphia Philadelphia, Pennsylvania	3-4

LIST NO. 1

<u>Location Of Office</u>	<u>Federal Reserve Bank or Branch</u>	<u>Transit No. of Bank</u>
Pittsburgh Pennsylvania	Pittsburgh Branch Federal Reserve Bank of Cleveland Pittsburgh, Pennsylvania	8-30
Memphis Tennessee	Memphis Branch Federal Reserve Bank of St. Louis Memphis, Tennessee	26-3
Nashville Tennessee	Nashville Branch Federal Reserve Bank of Atlanta Nashville, Tennessee	87-10
Dallas Texas	Federal Reserve Bank of Dallas Dallas, Texas	32-3
Houston Texas	Houston Branch Federal Reserve Bank of Dallas Houston, Texas	35-4
Salt Lake City Utah	Salt Lake City Branch Federal Reserve Bank of San Francisco Salt Lake City, Utah	31-31
Richmond Virginia	Federal Reserve Bank of Richmond Richmond, Virginia	68-3
Seattle Washington	Seattle Branch Federal Reserve Bank of San Francisco Seattle, Washington	19-1

GENERAL DEPOSITARIES
AUTHORIZED TO ACCEPT DEPOSITS FROM EMPLOYEES OF THE
PRODUCTION AND MARKETING ADMINISTRATION

LIST NO. 2

<u>Location Of Office</u>	<u>General Depositary</u>	<u>Transit No. of Bank</u>
Phoenix Arizona	First National Bank of Arizona, Phoenix Phoenix, Arizona	91-1
Sacramento California	Bank of America National Trust and Savings Association (Main Office Branch) Sacramento, California	90-1109
San Diego California	The First National Trust and Savings Bank of San Diego San Diego, California	90-49
San Pedro California	Bank of America National Trust and Savings Association, 951 S. Pacific Avenue San Pedro, California	90-209
Vallejo California	Bank of America National Trust and Savings Association, (Vallejo Commercial Branch) 242 Georgia Street, Vallejo, California	90-154
Hartford Connecticut	Hartford National Bank and Trust Company Hartford, Connecticut	51-44
Miami Florida	The First National Bank of Miami Miami, Florida	63-58
Tampa Florida	The Exchange National Bank of Tampa Tampa, Florida	63-27
National Stock Yards Illinois	See List No. 1	
Peoria Illinois	The Central National Bank and Trust Company of Peoria Peoria, Illinois	70-9
Indianapolis Indiana	American National Bank of Indianapolis Indianapolis, Indiana	20-1
	The Indiana National Bank of Indianapolis Indianapolis, Indiana	20-5
	The Merchants National Bank of Indianapolis Indianapolis, Indiana	20-6

LIST NO. 2

<u>Location Of Office</u>	<u>General Depository</u>	<u>Transit No. of Bank</u>
Cedar Rapids Iowa	The Merchants National Bank of Cedar Rapids Cedar Rapids, Iowa	47-1
Des Moines Iowa	Central National Bank and Trust Company of Des Moines, Des Moines, Iowa	33-17
Sioux City Iowa	The Security National Bank of Sioux City Sioux City, Iowa	41-1
Topeka Kansas	The Merchants National Bank of Topeka Topeka, Kansas	44-2
Wichita Kansas	First National Bank in Wichita Wichita, Kansas	40-2
Easton Maryland	See List No. 1	
Grand Rapids Michigan	Michigan National Bank (Lansing) (Br.) Grand Rapids, Michigan	74-2
Lansing Michigan	Michigan National Bank Lansing, Michigan	74-1174
Duluth Minnesota	First and American National Bank of Duluth Duluth, Minnesota	75-1
South St. Paul Minnesota	See List No. 1	
Jackson Mississippi	Capital National Bank in Jackson Jackson, Mississippi	85-27
St. Joseph Missouri	The First National Bank of St. Joseph St. Joseph, Missouri	36-1
Great Falls Montana	The First National Bank of Great Falls Great Falls, Montana	93-15
Newark New Jersey	The National Newark and Essex Banking Company of Newark, Newark, New Jersey	55-1
Trenton New Jersey	The First-Mechanics National Bank of Trenton Trenton, New Jersey	55-73
Rochester New York	Lincoln Rochester Trust Company and its branches, Rochester, New York	50-17

LIST NO. 2

<u>Location Of Office</u>	<u>General Depository</u>	<u>Transit No. of Bank</u>
Raleigh North Carolina	Wachovia Bank & Trust Company (Winston Salem) (Br.) Raleigh, North Carolina	66-763
Fargo North Dakota	The First National Bank and Trust Company of Fargo, Fargo, North Dakota	77-1
Columbus Ohio	The Huntington National Bank of Columbus Columbus, Ohio	25-2
	The Ohio National Bank of Columbus Columbus, Ohio	25-1
Toledo Ohio	The Commerce Guardian Bank Toledo, Ohio	56-5
Enid Oklahoma	The First National Bank of Enid Enid, Oklahoma	86-18
Harrisburg Pennsylvania	The Harrisburg National Bank Harrisburg, Pennsylvania	60-82
Fort Worth Texas	The Fort Worth National Bank Fort Worth, Texas	37-5
Galveston Texas	The City National Bank of Galveston Galveston, Texas	46-9
Ogden Utah	First Security Bank of Utah, National Association Ogden, Utah	97-6
Norfolk Virginia	National Bank of Commerce of Norfolk Norfolk, Virginia	68-36
Spokane Washington	The Old National Bank of Spokane Spokane, Washington	28-3
Yakima Washington	The National Bank of Commerce of Seattle Washington Yakima, Washington	98-22
Milwaukee Wisconsin	First Wisconsin National Bank of Milwaukee Milwaukee, Wisconsin	12-2
	Marine National Exchange Bank of Milwaukee Milwaukee, Wisconsin	12-1

